

**HITT 1167 Practicum II**  
**Spring 2018/CRN 54691**

**PROFESSOR**

Dr. Carla Tyson-Howard, RHIA  
 Phone: (713)718-7347

Office hours: Mon, Tue, Thr 2pm–4pm (room 382)  
 Schedule online appointment thru Calendar of Canvas Tuesdays 4pm-5pm

**Class Time**

Online

**IMPORTANT DATES**

<b>January 26<sup>th</sup> 11am</b>	<b>First class meeting (GoToMeeting)</b>
<b>GoToMeeting day and time</b>	<b>Fridays 11am-12pm Register at:</b> <a href="https://attendee.gototraining.com/r/8324818543965673730">https://attendee.gototraining.com/r/8324818543965673730</a>
<b>March 27th 5pm-8pm</b>	<b>HIP Week on campus celebration</b>
<b>April 1<sup>st</sup> at 4:30pm</b>	<b>Last day to withdraw</b>
<b>May 3<sup>rd</sup> at 11am</b>	<b>Final Exam (Coleman HITT computer lab room 538)</b>

**Course Description**

Practical training and clinical experiences in a work environment/workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

**Course Goals**

The purpose of this course is to provide an opportunity for reinforcement and transfer of learning gained in the prerequisite and core requisite courses. The experiences will provide learning by performance and by association with personnel at both the technician and professional level. In addition, it will provide the opportunity to reference the theory and philosophy of Health Information science as it relates to the practical aspects of the Health Information Department.

Students will be able to define and apply techniques necessary to assure adequate documentation of health data, and identify the appropriate technology to assist in quality processes.

Students will understand admitting and discharge procedures, filing and numbering systems, have an understanding of health record content, quantitative analysis, filing and retrieval, prepping and scanning, and electronic health record functions. This practicum will introduce the student to acute

and non-acute settings activities in a virtual setting. Some hospital and clinic hours and tours may be required.

### **Course Objectives (AHIMA Competencies)**

#### **Subdomain I.B. Health Record Content and Documentation**

1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
  - a. Content and documentation requirements of the health record; health information media (paper, computer, web-based document imaging).
2. Verify the documentation in the health record is timely, complete and accurate.
  - a. Documentation requirements of the health record for all record types including acute, ambulatory, long term care, rehab and behavioral health.
3. Identify a complete health record according to organizational policies, external regulations and standards.
  - a. Medical staff by-laws, The Joint Commission and state statutes and legal health record.
4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare.
  - a. Roles and responsibilities of health care providers for health information documentation.
  - b. Administrative (patient registration, ADT, billing, clinical).

#### **Subdomain II. C. Release of Information**

1. Apply policies and procedures surrounding issues of access and disclosure of protected health information.
  - a. Release patient specific data to authorized users; access and disclosure policies and procedures.

### **SCAN Competencies**

C5- Acquires and Evaluates Information

C6- Organizes and Maintains Information

C8- Uses Computers to Process Information

C9- Participates as a member of the team

## **EQUAL EDUCATIONAL & EMPLOYMENT OPPORTUNITY**

HCCS seeks to provide equal education opportunities without regard to race, color, religion, national origin, sex, age or handicap.

## **TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT**

The Houston Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. HCC is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence by employees, students or third parties. Sexual and gender-based misconduct is unprofessional and will not be tolerated and is expressly prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. Students who become pregnant during the program should consult with the Program Director as well as the Ability Services Counselor to be sure they understand their rights under Title IX. In situations that involve absence from class, this consultation may include a discussion about receiving Incomplete Grades instead of a full term withdrawal, the ability to voluntarily leave the program based on agreed terms for return, the opportunity to resume enrollment without being subject to a new admission process, and return with restrictions as long as accommodations provided through Ability Services effectively helps the student meet the Program's Essential Functions. Students should contact the Counselor in Ability Services for assistance with requesting and receiving academic accommodations due to pregnancy or parental status.

Students who believe that they have been the victim of misconduct prohibited by these regulations may submit a compliant to initiate College action. More information regarding your rights under Title IX and compliant forms are available online at:

<http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

### **Title IX Coordinator**

**James David Cross, Director of EEO/Compliance HCC Office of Institutional Equity**

**3100 Main, Room 702**

**P.O. Box 667517**

**Houston, TX 77266-7517**

**(713) 718.8271 [OIE@hccs.edu](mailto:OIE@hccs.edu)**

## ADA STATEMENT

HCCS recognizes its responsibility to not discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376.

## HCC COURSE WITHDRAWAL POLICY

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting students to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a counselor or your professor prior to withdrawing (dropping) the class and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. **\*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

## NOTICE

Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

### **EXPANDED ONLINE TUTORING**

Onsite tutor is available upon application at the Academic Success Center of Coleman Campus. Online tutoring is offered to students in MATH, BIOL, CHEM, PHYS, ENGL, PSYC, and for papers in all subjects. Students may self-register with any e-mail address, choosing their own user names and passwords. As always, students may submit work 24 / 7/ 365 and will get responses within 24 hours -- and usually much faster than that. For more information or for an electronic version of the registration and information flyer, contact [deborah.hardwick@hccs.edu](mailto:deborah.hardwick@hccs.edu).

### **EARLY ALERT SYLLABUS STATEMENT**

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student's academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.

### **ATTENDANCE POLICY**

Students taking Online courses complete weekly assignments at their own computers and communicate with their instructor by electronic mail and other provided web-based technologies. Students must logon at least once per week to be considered present for class. Students complete assignments, take tests, and complete all other coursework just as they would in an on-campus class. Instructor will have weekly on-line chats with students. Course work will be submitted via the internet. Students must be in attendance on campus for appointed times and major exams. Off campus tours may be included in this course.

### **Campus Carry**

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more

information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

### **TEXAS HB1508**

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual’s eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

### **ONLINE STUDENT HANDBOOK**

The HCC Online Student Handbook (may be found at [www.hccs.edu/online](http://www.hccs.edu/online)) contains rules and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information such as contacts, links to policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.

## CLASS REQUIREMENTS

1. Complete module assignments.
2. Have necessary material to complete course work.
3. Participate in the Canvas on-line class activities as scheduled.
4. Participate in weekly GoToMeetings and Out-briefing.

## GRADING POLICY

Assignments	15%
Quizzes	15%
Final examination	70%

The percentage of each activity will weight in the final grade regardless if the student participated in the activity or test.

Academic dishonesty will not be tolerated. Exams and assignments are individual assignments. Academic dishonesty will be handled in accordance with established HCCS college policy. Do not copy the work of others.

## GRADING SCALE

90 - 100	A
80 - 89	B
75 - 79	C
74 and below	F (No Ds will be given)

## EXAMS

Exams are multiple choice, true/false, matching, fill-in-the blanks, and essay. Quizzes/tests need to be completed by the due date. The final exam will be taken at the Coleman College on the assigned date.

**Exams will be taken in Respondus Lock-down Browser.** To avoid loss of work, save test questions after you answer them. Do not go in and out of lock down browser because it may shut down. Once you open an exam, complete it by answering every question. Review your test for completion prior to submitting. Exams cannot be retaken after a student has logged into the exam for any reason. To assure you are using a computer with up to date software, students may use the Coleman Tower open computer lab.

### **EGLS3 -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.



## ASSIGNMENTS

### **Assignments:**

Students will complete assignments which includes activities from AHIMA Virtual Lab and article reviews.

## CLASS SCHEDULE

- Weeks 1 -2** Introduction  
Professionalism
- Week 3 - 5** Healthcare Delivery, Legislation, Accreditation, Professionals
- Week 6 - 8** Health Record Content, Analysis, ROI, Confidentiality & Security
- Week 9 - 11** Health Record Documentation and Medium
- Week 12** Mid-Term Exam
- Week 13** Databases, MPI, Indices, Registries
- Week 14** Electronic Health Record
- Weeks 15 -16** Out-briefing  
Final Exam 11am on Coleman College campus